

~~NEW:~~ REVISED: Submitted:  
 10/26/2024 10/15/2024  
~~07/01/2024~~ 04/16/2024

JOB TITLE:	ASSISTANT SUPERINTENDENT OF ACADEMICS
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4011
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership for the planning, development and implementation of the district's K-12 curricular and instructional resources, library media services, professional learning, extended programs, student learning, and federal programs including Title I, II, and IV. Collaborates with other District Assistant Superintendents to determine school and District academic, instructional and professional learning needs **as well as and** on-going plans for support. Provides leadership to the district in complying with federal and state regulations as applicable to areas of supervision. **Specifically coordinates targeted and level specific academic support to schools designated as needing improvement.**

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads the development, monitoring, and revising of a comprehensive plan for adequate and equitable access of recommended District curriculum, instructional resources and assessments

Designs, develops and/or recommends instructional approaches, resources and tools to support teachers in design and implementation

Ensures that instructional resources are aligned with the District's curriculum and recommended instructional/**equitable** approaches

Provides intentional coaching and creates systems to guide district and school based academic leads based on the District's instructional vision

Creates and maintains effective systems used to determine the impact of the JCPS Academics staff, continually monitoring to ensure supports are provided equitably to schools

Creates and maintains effective systems to determine professional learning needs based on student achievement

Directs District-wide capacity through professional development and training with focus on achievement gap

Collaborates with other Assistant Superintendents in all matters relating to instructional program development and implementation, and the use of assessment data for improved student learning

Coordinates compliance and quality of federal programs and various departments/directors in Academics **to ensure ensuring** alignment with District vision and goals

Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Effectively coaches and supports academics staff in best practices for instructional design, equity centered pedagogy and academic innovation/research

**Provides instructional oversight to and coordinates academic resources, opportunities and supports to schools designated as needing improvement.**

**This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction**

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

#### PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for Superintendent

Five (5) years successful administrative experience

Ten (10) years of successful public school service in a certificated position(s)

Three (3) years successful experience as a teacher

Ability to articulate vision of best practice for instructional programs

Understanding of systems management

Demonstrated leadership ability within diverse groups

Ability to articulate vision of best practice for instructional programs

Effective communication skills

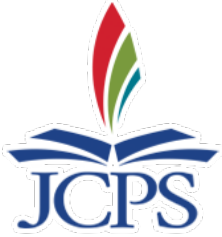
#### DESIRABLE QUALIFICATIONS

Ten (10) years of experience as a school principal Advanced preparation or doctorate

Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district

Experience working at the district level to support school content and curriculum needs

Experience in a diverse workplace



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Experience working at the district level to support school content and curriculum needs

Experience in a diverse workplace



NEW: Submitted:  
10/16/2024 10/15/2024

JOB TITLE:	DIRECTOR OF FINE ARTS & SPECIAL AREAS
DIVISION	ACADEMICS
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

The Director of Fine Arts & Special Areas oversees and supports the development and implementation of instructional programs under their supervision across the school district. This role involves leading a team of instructional leads and specialists to enhance quality teaching and learning. The Director will ensure alignment with district goals and objectives. The Director collaborates closely with district leadership, school administrators, and teachers to foster an inclusive, culturally responsive, and effective learning environment. Responsibilities include analyzing student performance data, supporting curriculum development, budgeting appropriately, enhancing professional learning opportunities, leading dynamic teams, fostering innovation, and driving program growth and success across various disciplines. The Director will also support strategic planning, school logistics, curriculum development, and building collaborative partnerships that enhance educational experiences and outcomes.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Lead and supervise instructional leads and specialists to ensure they provide high-quality support to schools and teachers
Collaborate with school principals and leadership teams to expand evidenced-based instructional practices to promote innovative academic learning experiences
Evaluate the effectiveness of instructional coaching and implement strategies for continuous improvement
Develop, refine, and support the implementation of curriculum and instructional practices aligned with district standards
Work with instructional specialists and leads to design and facilitate professional learning
Ensure that instructional strategies are inclusive, culturally responsive, and meet the needs of diverse learners
Assist administrators and educators in identifying 'Journey to Success' artifacts that support student milestones and defenses of learning
Analyze student performance data to identify instructional improvement areas and guide professional learning needs
Use data to inform decision-making and to provide targeted support to schools, enhancing instructional outcomes
Foster effective partnerships with community stakeholders, including parents, organizations, and local associations, to enrich the instructional programs
Collaborate with internal and external partners to support district-wide initiatives promoting student achievement, access, and opportunity.
Provide collaborative comprehensive guidance and support for the appropriate placement of district staff and school budget as it relates to the supervised areas
Collaborate with educators, staff, and external partners to create a smooth and thriving student experience, fostering an environment that highlights their skills and achievements

Ensure compliance with federal, state, and local regulations
Complete all required training, compliance requirements, and reports by designated deadlines
Advocate for the importance of Fine Arts and Special Areas under their supervision within the district and the broader community
Communicate the needs and successes of the programs to district leadership and stakeholders.
Perform other duties as assigned by the supervisor to support the district's overall mission and vision.
Leads and participates on committees as assigned
Evaluate staff as assigned
Completes all training and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by the supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

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#### MINIMUM QUALIFICATIONS

Professional Certificate for Instructional Leadership (Supervisor of Instruction) and/or Principal Certification

Three (3) years of successful experience as a teacher.

Successful leadership experience, particularly in instructional support roles.

Expertise in culturally responsive education and diverse learning environments.

Effective communication and collaboration skills.

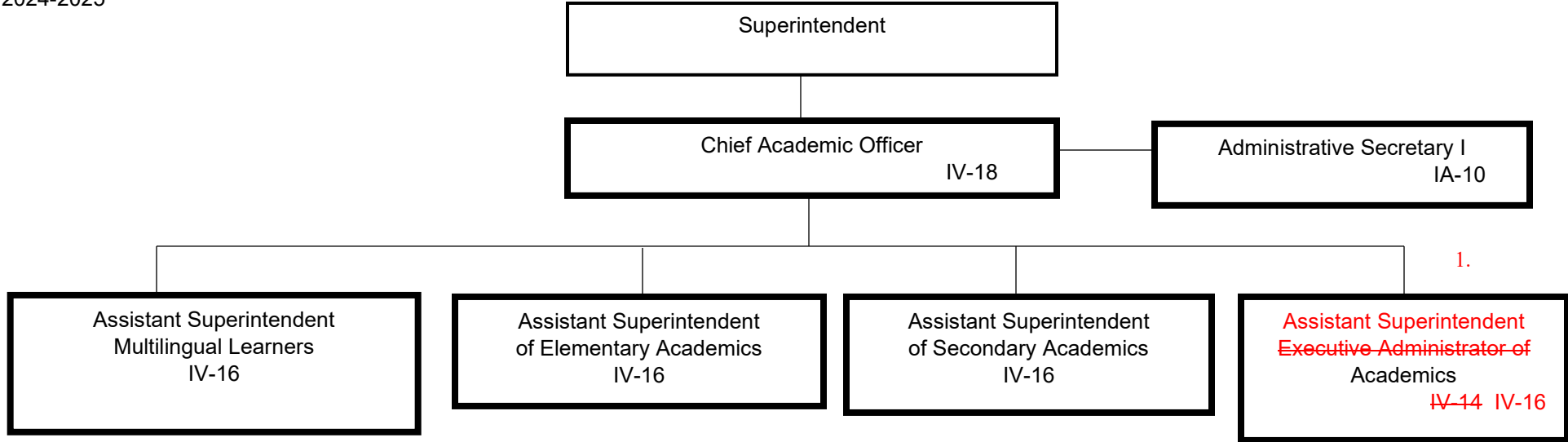
#### DESIRABLE QUALIFICATIONS

Experience as an administrator or instructional leader in a school district.

Leadership experience in a variety of disciplines.

Demonstrated ability to design and lead professional development sessions.

Strong data analysis skills to inform instructional practices.

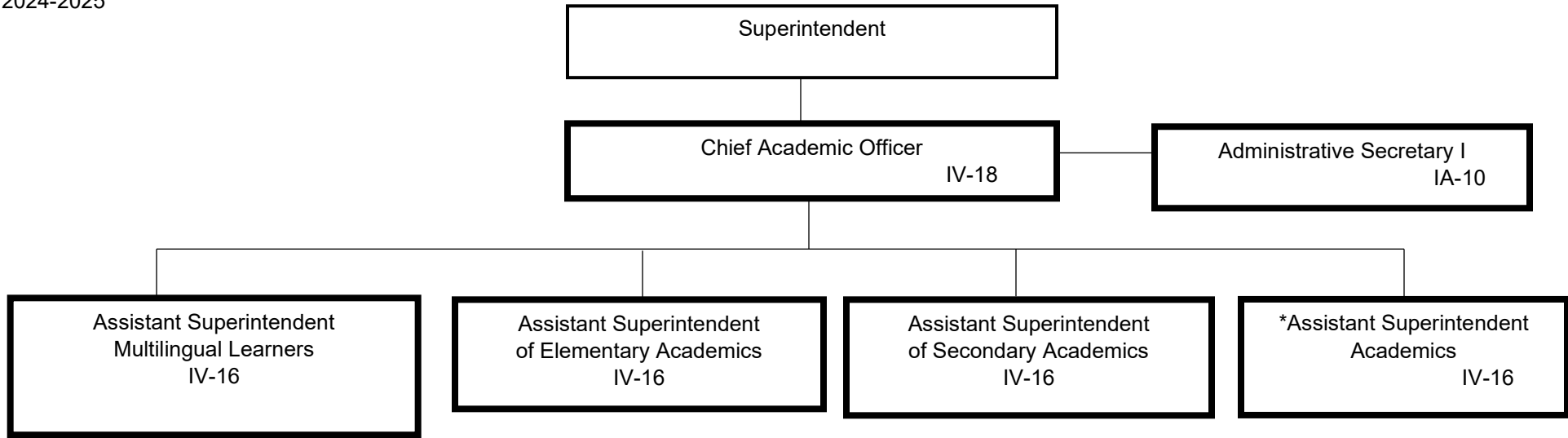


1. Reclassify Executive Administrator of Academics to Assistant Superintendent Academics

Summary:

General Fund Positions: 3  
Categorical Fund Positions: 0

Submitted: 07/25/2023 10/15/2024  
Effective: 07/26/2023 10/26/2024

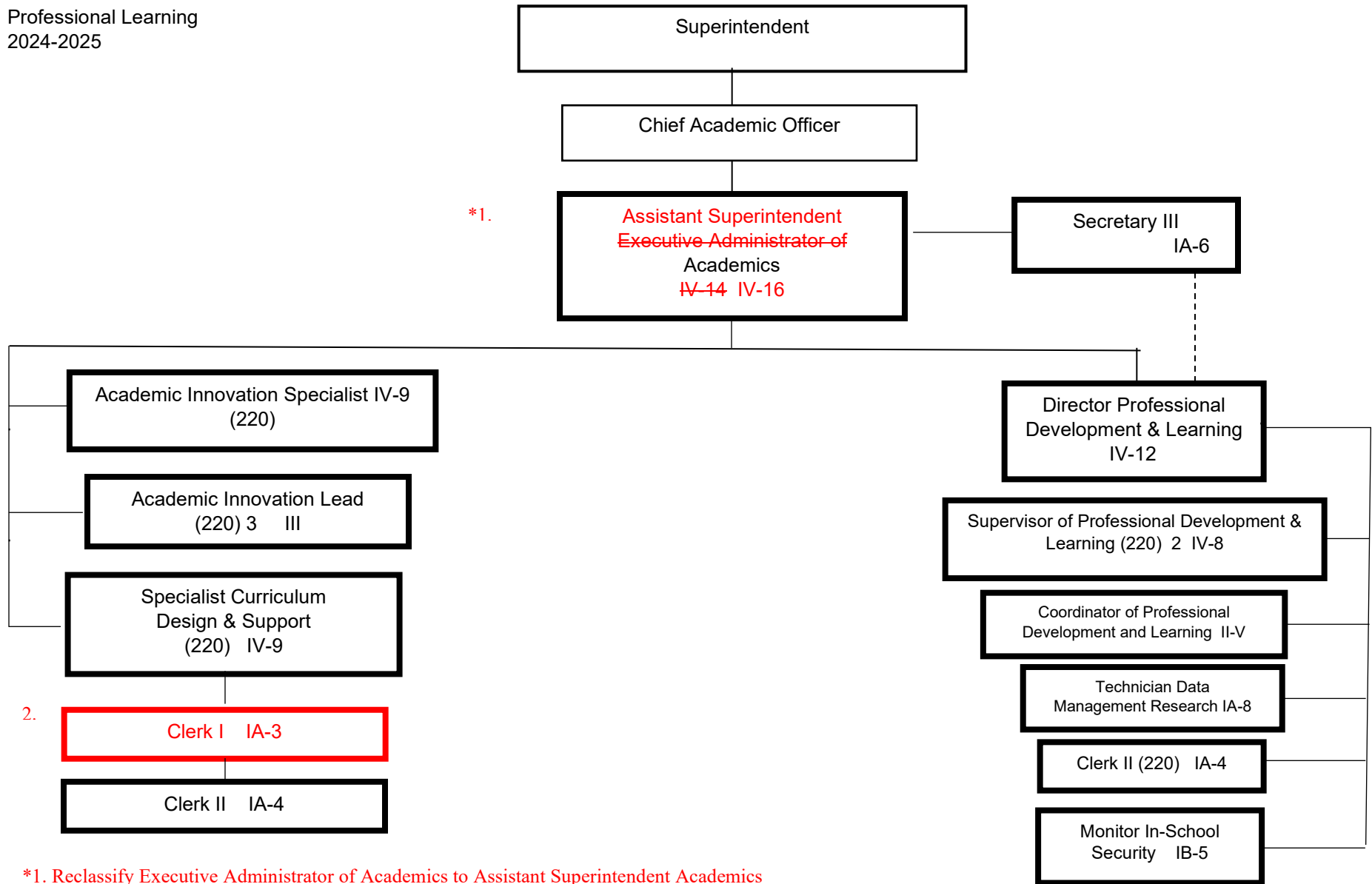


Summary:

General Fund Positions: 3  
Categorical Fund Positions: 0

Submitted: 10/15/2024  
Effective: 10/26/2024

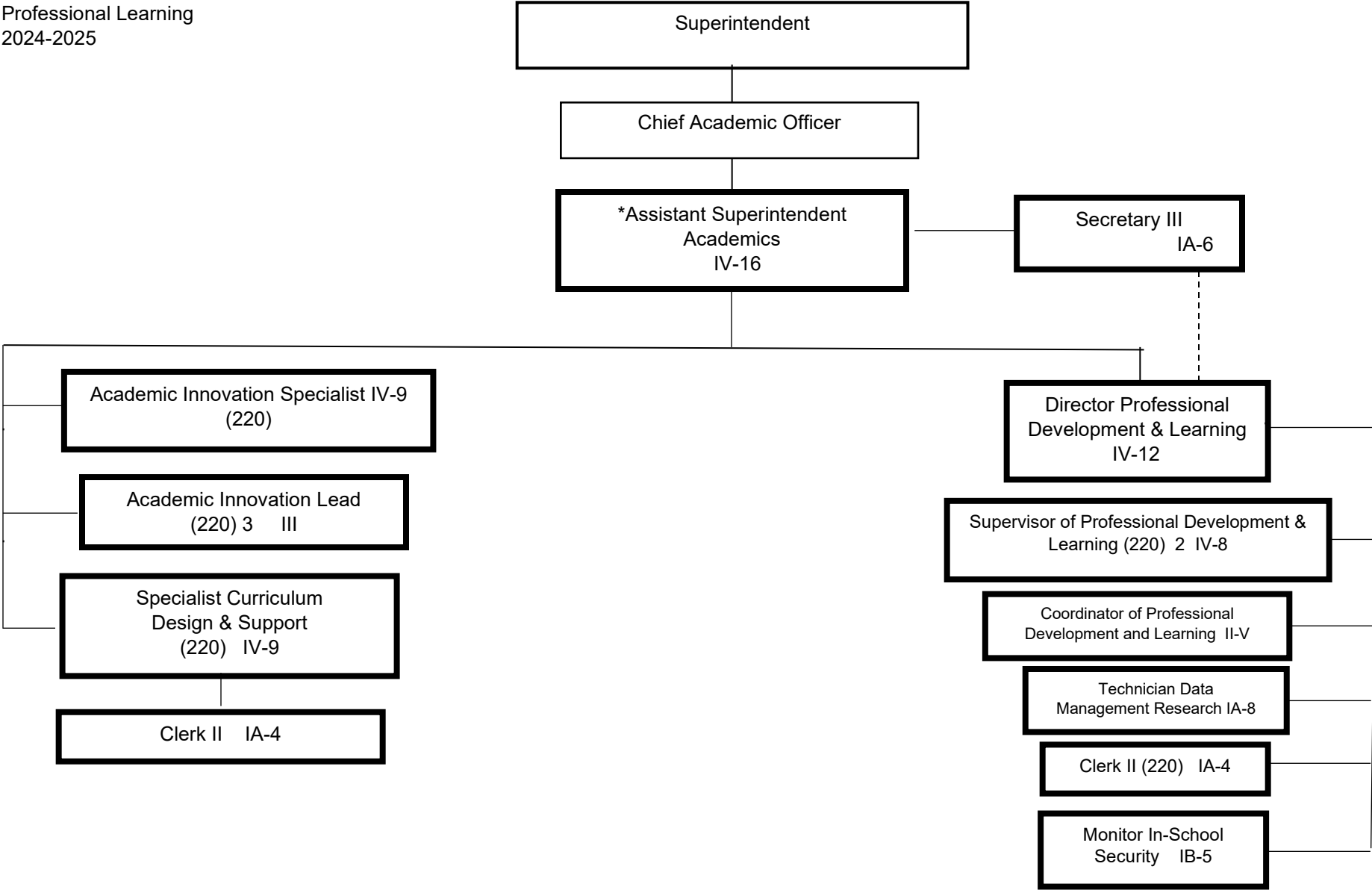




- \*1. Reclassify Executive Administrator of Academics to Assistant Superintendent Academics  
\*2. Change reporting relationship of Clerk I from Assistant Superintendent Secondary Academics to Specialist Curriculum Design & Support

Summary:

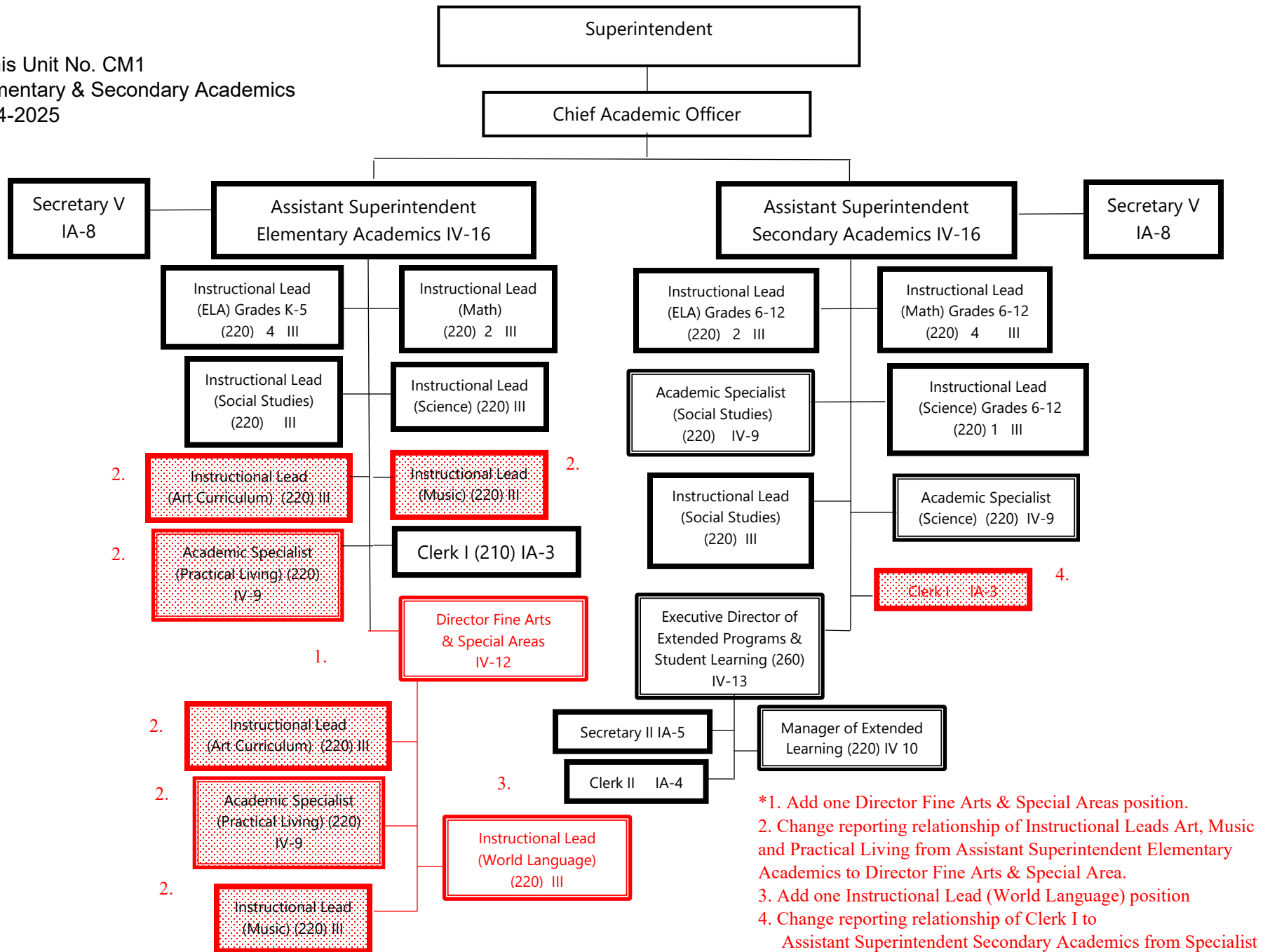
General Fund Positions: ~~15~~ 16  
Categorical Fund Positions: 0



Summary:

General Fund Positions: 16  
Categorical Fund Positions: 0

Submitted: 10/15/2024  
Effective: 10/16/2024 \*10/26/2024



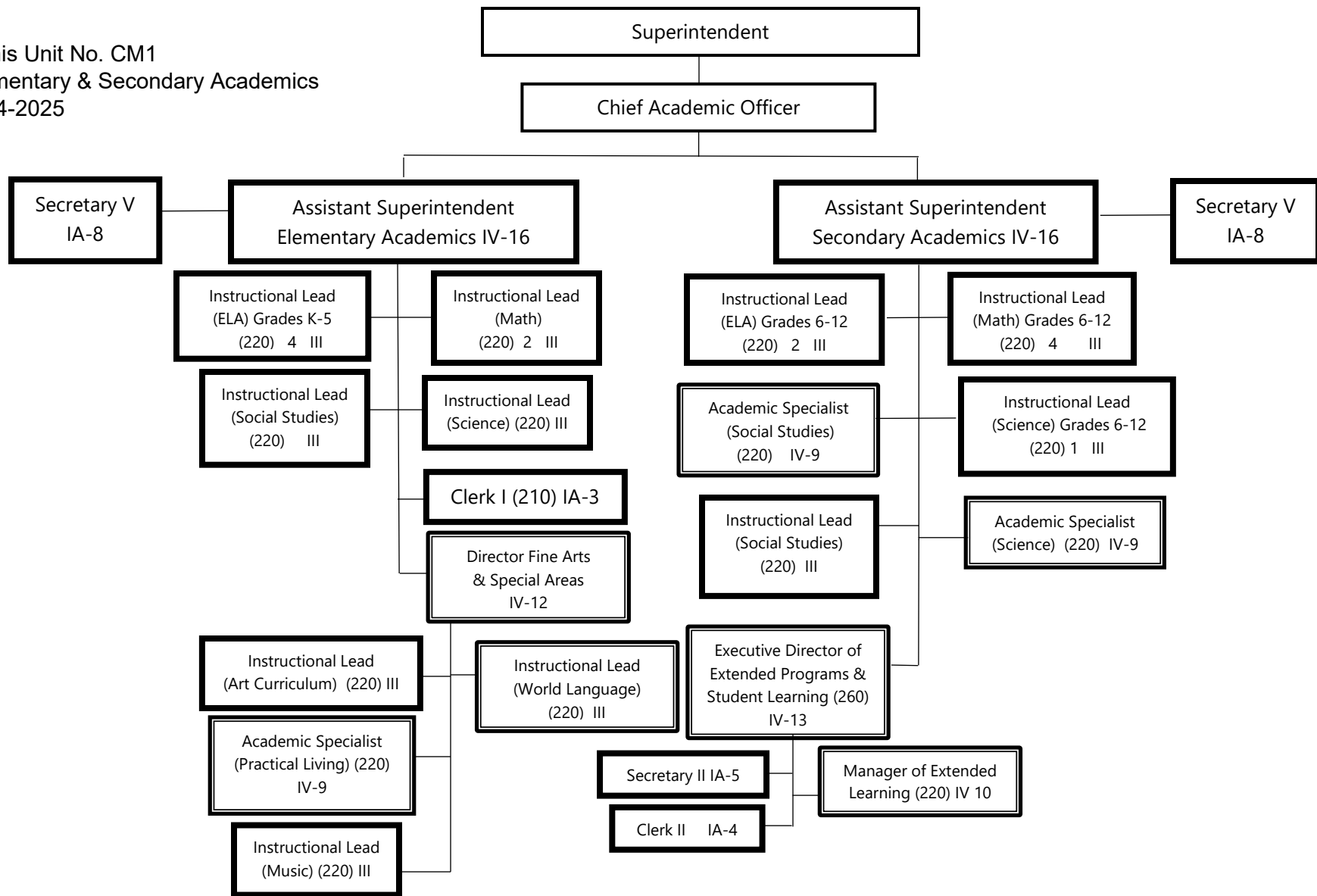
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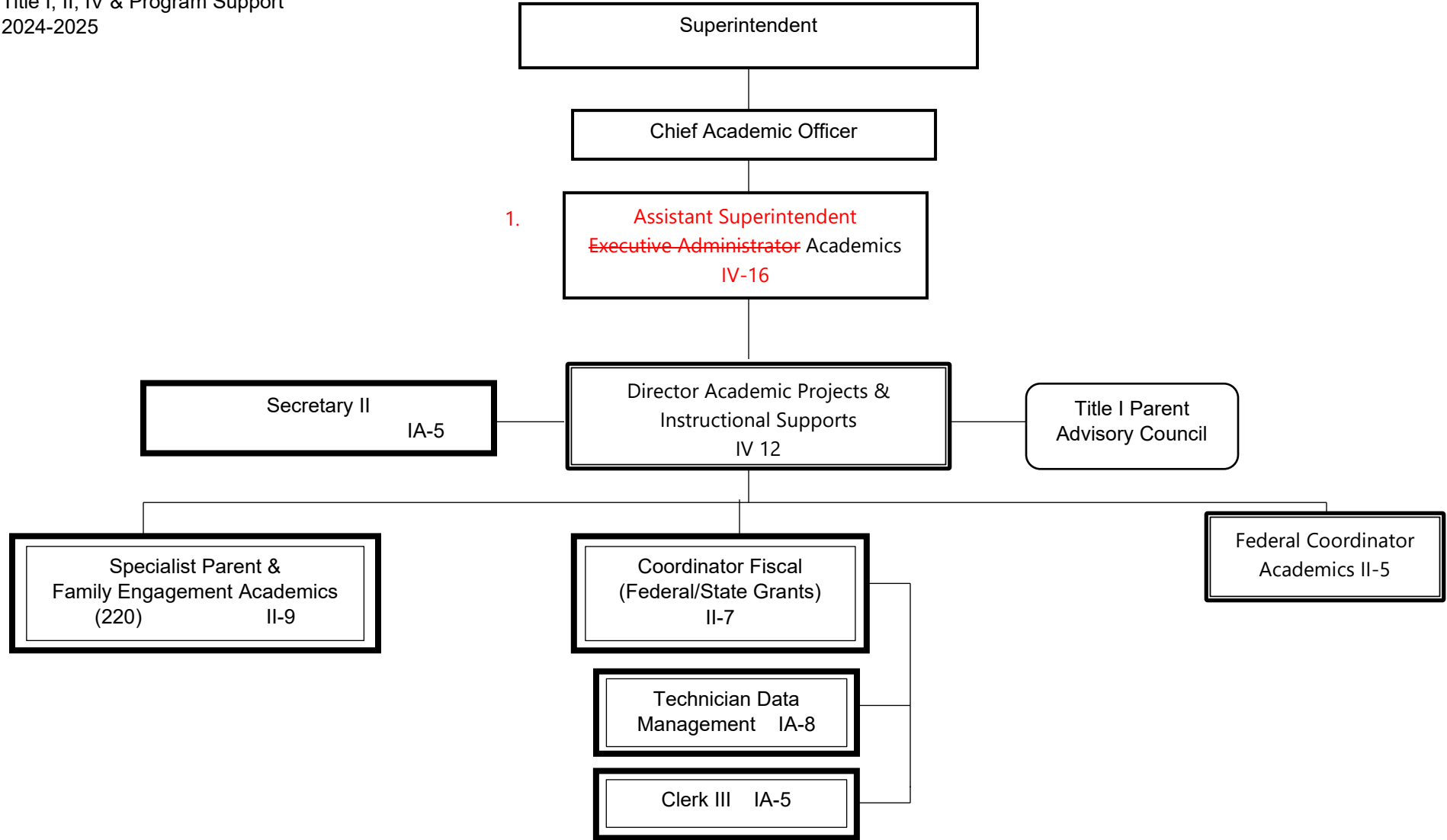
General Fund Positions: ~~27~~ 25

Categorical Fund Positions: ~~4~~ 7

Submitted: 05/28/2024 10/15/2024

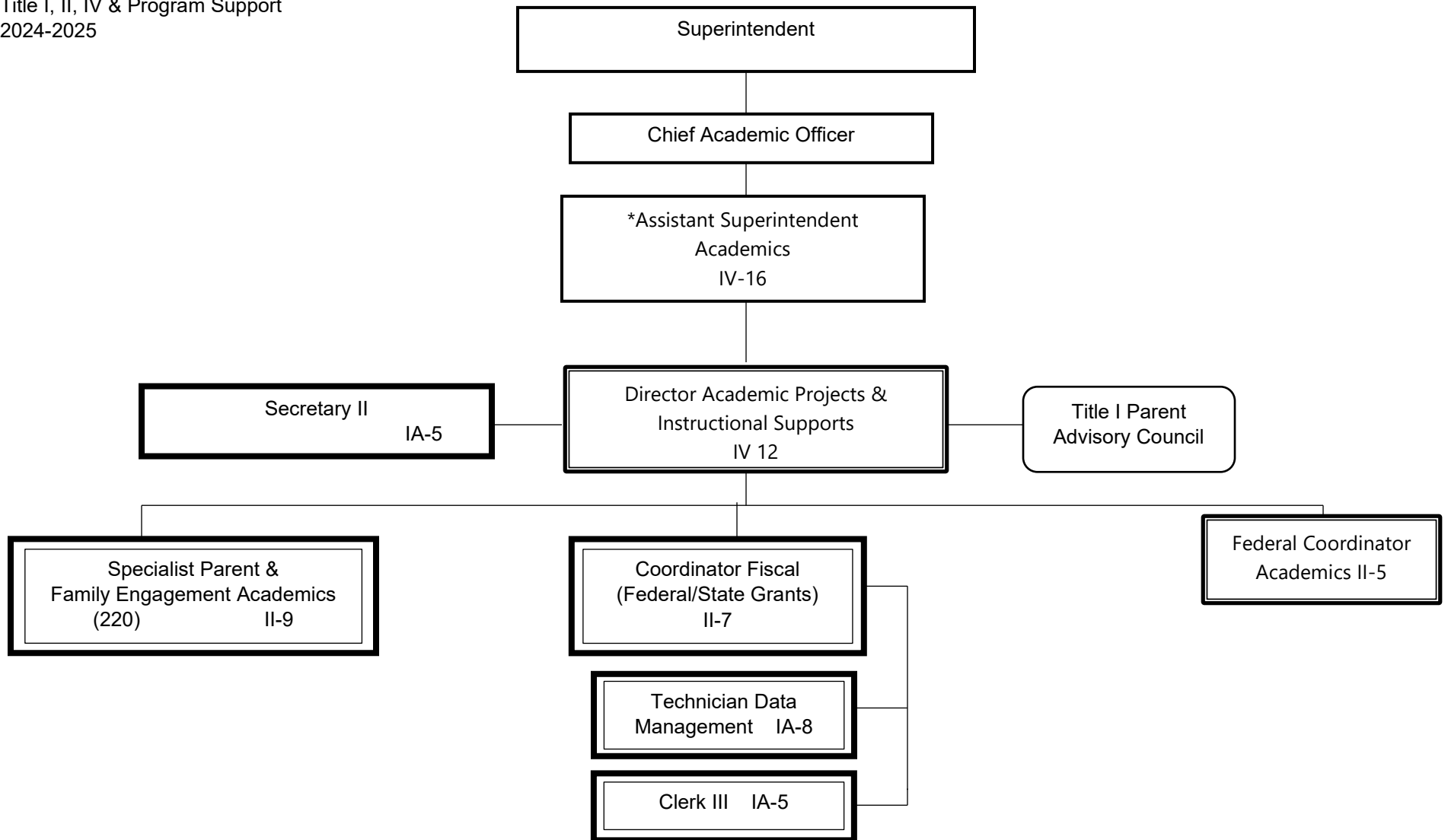
Effective: 07/01/2024 10/16/2024



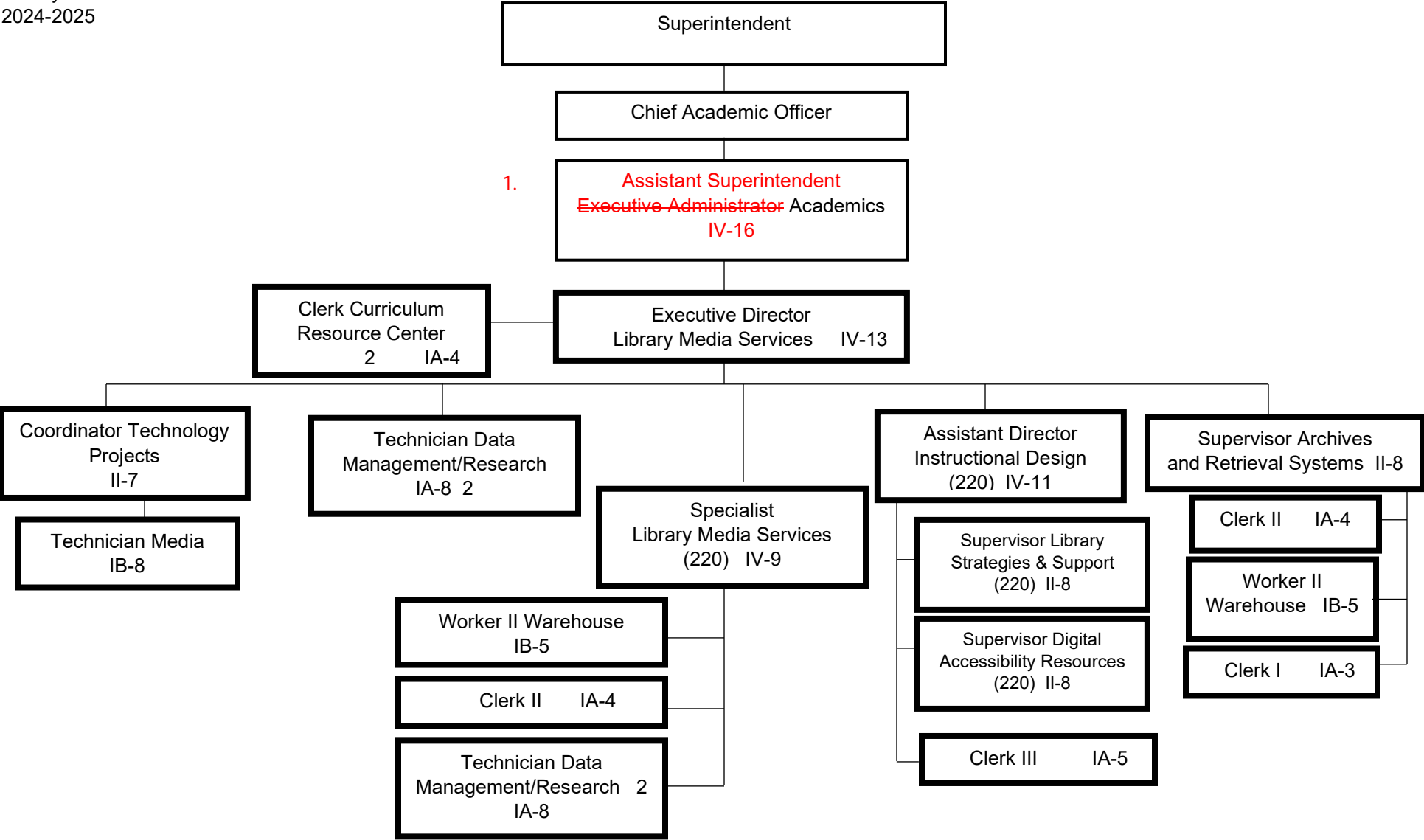


1. Reclassify Executive Administrator of Academics to Assistant Superintendent Academics

Summary:  
General Fund Positions: 1  
Categorical Fund Positions: 6



Summary:  
 General Fund Positions: 1  
 Categorical Fund Positions: 6

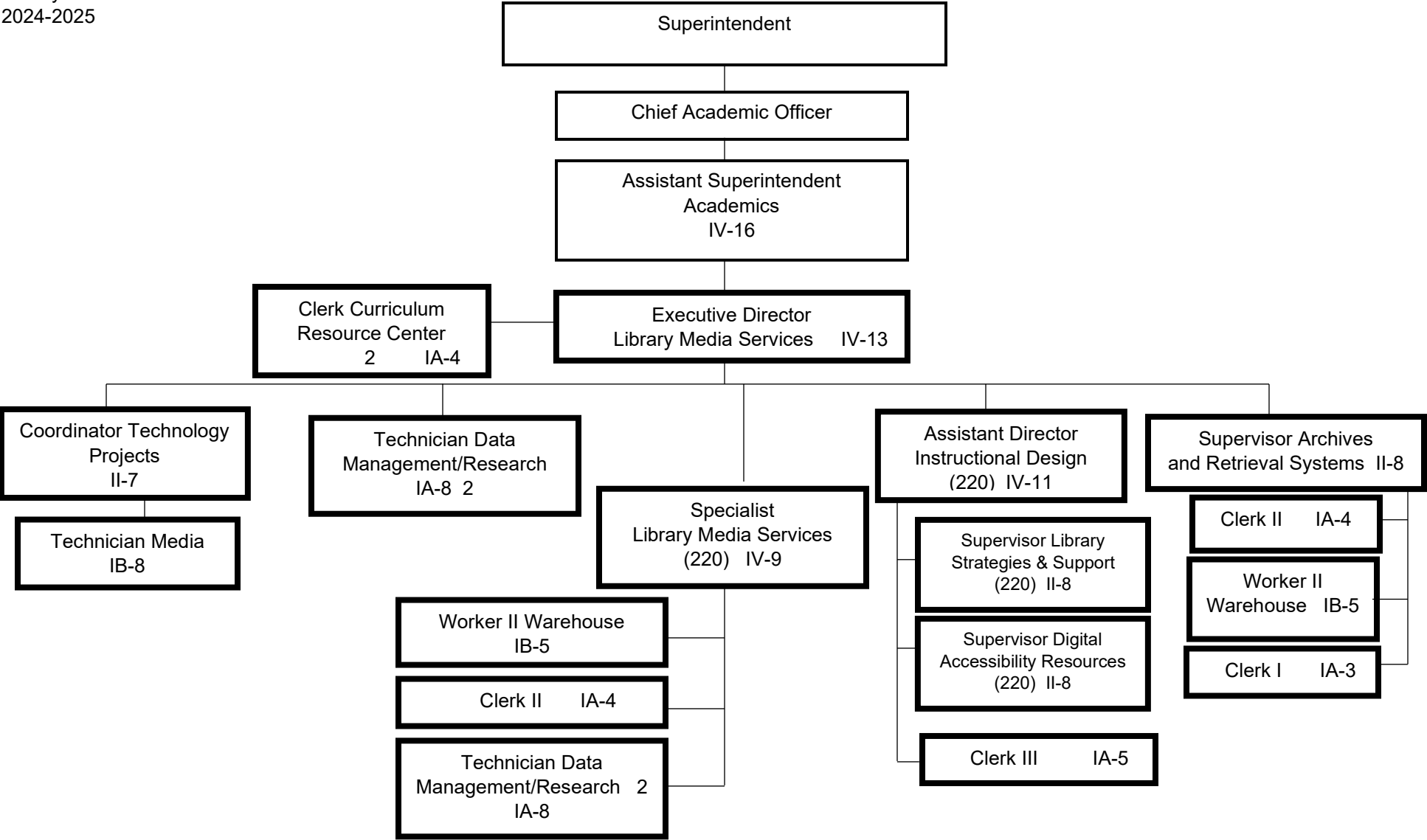


1. Reclassify Executive Administrator of Academics to Assistant Superintendent Academics

Summary:

General Fund Positions: 20  
Categorical Fund Positions: 0

Submitted: ~~03/26/2024~~ 10/15/2024  
Effective: ~~07/01/2024~~ 10/26/2024



Summary:

General Fund Positions: 20  
Categorical Fund Positions: 0

Submitted: 10/15/2024  
Effective: 10/26/2024